

REQUIREMENTS FOR
SECONDARY, 7 – 12 CERTIFICATE
ARIZONA DEPARTMENT OF EDUCATION – CERTIFICATION UNIT

ALL REQUIREMENTS FOR THE SECONDARY, 7 – 12 CERTIFICATE MUST BE MET. FEES ARE NOT REFUNDABLE. PURSUANT TO A.R.S. 15-534.03, EACH EDUCATOR MUST NOTIFY THE CERTIFICATION DEPARTMENT OF ANY CHANGE OF ADDRESS WITHIN 30 DAYS. ALL DOCUMENTATION, INCLUDING TRANSCRIPTS, BECOMES THE PROPERTY OF THE ARIZONA DEPARTMENT OF EDUCATION AND WILL NOT BE RETURNED. REQUIREMENTS MAY BE SUBJECT TO CHANGE AND ARE FULLY REFERENCED IN THE ARIZONA REVISED STATUTES AND ADMINISTRATIVE CODE.

➤ **PROVISIONAL SECONDARY, 7 – 12 CERTIFICATE**

The Provisional certificate is valid for 2 years and is not renewable, but may be extended once for 2 years.

Requirements for the Provisional Secondary, 7 – 12 Certificate are:

1. A Bachelor's or more advanced degree from an accredited institution. Official transcript(s) required.
 2. Option A, B, or C:
 - A. Completion of a teacher preparation program in secondary education from an accredited institution or from a Board-approved teacher preparation program.
 - B. Thirty (30) semester hours of education courses including at least 8 semester hours of practicum in grades 7-12. **Two years** of verified full-time teaching experience in grades 7 through Postsecondary may substitute for the 8 semester hours of practicum. (Please submit a letter on official letterhead from District Superintendent or Personnel Director to verify teaching experience.) Courses which teach the knowledge and skills described in the professional teaching standards such as learning theory, classroom management, methods and assessment are acceptable.
 - C. A valid secondary certificate from another state.
 3. A passing score on the secondary professional knowledge portion of the Arizona Educator Proficiency Assessment (AEPA).
 4. A passing score on the secondary education subject knowledge portion of the Arizona Educator Proficiency Assessment (AEPA). If a proficiency assessment is not offered in a subject area, an approved area shall consist of a minimum of 24 semester hours of subject-related courses from an accredited institution. Note: An approved area in general science is comprised of 12 semester hours of life science courses and 12 semester hours of physical science courses.
 - ◆ Subject Knowledge Assessments: *Art, Biology, Business, Chemistry, Economics, English, French, Geography, German, Health, History, Mathematics, Music, Physics, Political Science/American Government, Social Studies and Spanish.*
 5. Verification of state approved Structured English Immersion (SEI) training. **Please see SEI requirements.** Note: Individuals who hold a Full Bilingual or Full ESL endorsement are exempt from the SEI endorsement requirement. The requirements for a Provisional SEI endorsement may be waived for a period not to exceed one year for individuals who graduate from administrator or teacher preparation programs that are not approved by the Arizona State Board of Education and meet all other applicable certification requirements.
 6. A photocopy of your valid Arizona Fingerprint Clearance Card (plastic) issued by the Arizona Department of Public Safety (602) 223-2279.
- NOTE:** *If you otherwise qualify for the certificate but are deficient in Arizona and/or U.S. Constitution you have 3 years under a valid teaching certificate to fulfill the requirement, except that if you are teaching an academic course on History, Government, Social Studies, Citizenship, Law, or Civics, you have 1 year to fulfill the requirement(s).*
7. Arizona Constitution (a college course or the appropriate examination).
 8. U.S. Constitution (a college course or the appropriate examination).

➤ **STANDARD SECONDARY, 7 – 12 CERTIFICATE**

The Standard certificate is valid for 6 years and is renewable.

Requirements for the Standard Secondary, 7 – 12 Certificate are:

1. Qualify and hold the Provisional Secondary Certificate for **2 years**.
2. A passing score on the performance portion of the Arizona Educator Proficiency Assessment. Currently, the assessment has not been developed. **Two years** of verified full-time teaching experience during the valid period of the provisional certificate may be used to **convert** the Provisional Certificate to a Standard Certificate. (Please submit a conversion form signed by the District Superintendent or Personnel Director verifying **two years** of full-time teaching experience during the valid period of the provisional certificate being converted.)
3. Verification of state approved Structured English Immersion (SEI) training to qualify for a Provisional or Full SEI endorsement. **Please see SEI requirements.** Note: Individuals who hold a Full Bilingual or Full ESL endorsement are exempt from the SEI endorsement requirement.
4. A photocopy of your valid Arizona Fingerprint Clearance Card (plastic) issued by the Arizona Department of Public Safety (602) 223-2279.